

**WESTERN CONNECTICUT STATE UNIVERSITY
DANBURY, CONNECTICUT
EMPLOYMENT OPPORTUNITY**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSITION: Admissions Representative (two openings)

OPEN TO: The Public

DEPARTMENT: Admissions

DATE POSITION AVAILABLE: ASAP

SALARY: \$40,871 (minimum)

WORK HOURS: 35 hours per week

DATE POSTED: July 9, 2013

CLOSING DATE: June 26, 2013

JOB POSTING #: 00105186 & 00105187

LOCATION: Danbury, Connecticut

Western Connecticut State University seeks two (2) Admissions Representatives. The successful candidates will report to the Director of Admissions and be responsible for assisting with the coordinated recruitment and admission activities for the University. They will execute the recruitment, evaluation and selection of students, participate in travel, correspondence and follow-up with prospective students, and the general public as well as assist in special projects/programs and interact with members of the University community.

Qualifications: Bachelor's degree is required as is one (1) to two (2) years of experience in Admissions or another student service experience at an institution of higher education. Familiarity with Admissions computer software and applications is preferred. Familiarity with the use of social media as a marketing tool is preferred. Excellent written and oral communication skills are required as is the ability to work effectively with diverse populations including business and government officials, community leaders, and students and faculty. Availability to attend evening and weekend recruitment activities is required as is occasional, overnight regional travel. Ability to transport themselves to recruitment activities off campus is also required.

Minimum Starting Salary: \$40,871 plus comprehensive benefit package. Additional information can be found on our website at www.wcsu.edu/hr/benefits. Once on this website select the Administrative Faculty employment group.

Application Process: Interested candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) professional references to hrpositions@wcsu.edu attention Mr. Fred Cratty, Director of Employee Relations. Please submit your materials in one (1) complete file (PDF or Word format only) and not via multiple attachments. Applications must be received no later than **Friday, July 26, 2013**. WCSU is an AA/EO Employer/Educator.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.